FAC ROLES: CO-CHAIRS

- **Co-Chairs provide leadership and accountability**
  - **Start and end meetings on time**
  - **Ensure members present for meeting**
  - **Make introductions as needed**
  - **Keep meeting organized and focused**
  - **Facilitate discussions & decision making**
  - **Set limits as needed**
  - **Ensure responsibilities are accomplished**
- **Review/sign FAC minutes**

FAC ROLES: ALL MEMBERS

- **Have good working knowledge of OPNAVINST 1752.2A**
- **Attend all meetings or send alternate**
- **Actively contribute to accomplishing responsibilities**
- **Provide subject matter expertise**
- **Act as liaison with respective departments or commands**
- **Support coordination & collaboration**
- **Obtain regular & ongoing FAP training**

ISSUES FOR FAC TO CONSIDER

- **Are FAP services meeting the needs of our families and commands?**
- **Is the response to incidents well coordinated among all parties involved?**
- **Are any additional services or procedures needed to prevent abuse or to intervene effectively on our installation?**
- **Does our FAP meet program requirements?**
- **Is additional training needed?**
- **What would enhance the quality of our FAP?**